

## OBTAINING A COPY OF A BIRTH CERTIFICATE

You may obtain, in person or by mail, a birth certificate from the City Clerk's Office at the following address:

City Clerk's Office  
Somerville City Hall  
93 Highland Avenue  
Somerville, MA 02143  
(617) 625-6600 x4100  
<http://www.ci.somerville.ma.us>

The City Clerk's Office provides copies of birth certificates Monday-Wednesday, 8:30AM-4:00PM, Thursday 8:30AM-7:00PM, and Friday 8:30AM-12:00Noon.

The fee is \$6.00 for a birth card (this short form is typically accepted for school, youth sports, and other similar purposes), and \$10.00 for a birth certificate (this long form is accepted for all purposes, including passports). The City accepts checks or money orders only by mail, and checks, money orders or cash in person. Checks should be made payable to "City of Somerville."

For requests in person at the City Clerk's Office, bring the following information with you:

- the name at birth (married women should give their maiden name).
- the date of birth.
- the parents' names.
- an original or photocopied photo ID if the parents weren't married at the time of the birth.

For requests by mail, submit the following information:

Check one of the following: \_\_\_\_\_ Birth Card (\$6.00)    \_\_\_\_\_ Birth Certificate (\$10.00)

Your name at birth \_\_\_\_\_  
(married women should give their maiden name)

Your date of birth \_\_\_\_\_

Your parents' names \_\_\_\_\_

Your phone number (so we can contact you if necessary) \_\_\_\_\_

If your parents weren't married at the time of your birth, include a photocopied photo ID.

Include a self-addressed stamped envelope and mail this form with the appropriate fee (check or money order) to the address above.